



## **USDA Opening Session**

**Dorothy (Dee Dee) Lilly, Division Chief for Procurement Policy  
Charge Card Service Center (CCSC)**

2011 GSA SmartPay2® Conference

Tuesday August 16, 2011

10:00 – 11:10 am

The Venetian, Las Vegas: Room # Galileo 903 – 904

# Agenda

- **Welcome**

- Dorothy (Dee Dee) Lilly, Division Chief for Procurement Policy

- **Introductions**

- CCSC Team
- U.S. Bank Team

- **Conference Expectations**

- Required Courses vs. Electives
- Continuous Learning Point (CLP) Credits

- **CCSC Update**

- CCSC Mission
- CCSC Goals for FY 2012
- New CCSC Initiatives

- **OMB Initiatives**

- **Fleet Initiatives**

- **Policy Updates**

# Welcome

## CHARGE CARD SERVICE CENTER (CCSC)



Purchase Card



Travel Card



Fleet Card

# Introductions

## ■ CCSC Team

- Dorothy (Dee Dee) Lilly – Chief, Procurement Policy Division (PPD)
- *TBD* - Charge Card Service Center (CCSC) Program Manager
- Frank Hodo - IT & Process Improvement Lead
- *TBD* - Compliance & Oversight Lead
- Henry Hansen - Agency Advocate & Policy Support
- Linda Wilson - Agency Advocate & Policy Support

## ■ USDA Charge Card Program Leads

- Paul Walden - \* **New** \* Property Management Division Chief (Fleet)
- James Michael - Alternative Fuel and Fleet Efficiency Program Manager (Fleet)
- Teresa Maguire - Travel Card Program Manager



# Introductions

## ■ CCSC Contractor Team (DRT Strategies)

- Clara Hickerson - Communications, Policy & Training
- Yadira Stamp - CCSC Charge Card, Reporting & Oversight Management
- Lynn Anderson - Technology Management
- Patrick Harding - PMO Support
- Merabell Puwo - Data Support

## ■ U.S. Bank

- Scott Helms - Director, Civilian Accounts
- Scott Kelly - Relationship Manager
- Ernest Edwards - Account Manager
- Nicole Demario, Virilisa Lane, Christopher Meyers - Account Coordinators
- Traci Barber - Solutions Consultant



# Conference Expectations

- **Course Schedule**

- USDA Track Sheet (use track sheets vs. schedule in the conference book)

- **Policy Sessions**

- Purchase
- Fleet
- Travel

- **Hands-On Training**

- **Electives**

- U.S. Bank Sessions
- GSA Sessions

- **Electronic Access Open Labs**

- **Continuous Learning Points (CLPs)**

- Attendees with procurement warrants can receive 24 Continuing Education hours which can be used in meeting their biannual maintenance training requirements. To receive 24 CLPs, you must sign in for each 'required' session to receive credit; no partial credit will be given.



# CCSC Update

## *CCSC Mission*

### ■ **Formalize CCSC Organization & Operations**

- Provide oversight and policy guidance to enforce policies and other controls as defined by A-123 and audit compliance actions.
- Prepare and implement consistent, unified policies and procedures.
- Provide Purchase Card training throughout USDA to ensure Cardholders, Approving Officials (AOs), and Coordinators (APCs & LAPCs) understand their roles and responsibilities.
- Implement strategies to:
  - Maximize rebates;
  - Monitor spending metrics; and
  - Develop a centralized source for managing overall reporting for the Purchase Card program.

# CCSC Update

## *CCSC Goals for FY 2012*

### ■ **Improve Cardholder, AO, & Coordinator Training**

- APC and LAPC Training
- Cardholder, AO & Coordinator Training on AgLearn
- Reporting Training
- CCSC Newsletter
- APC Meetings
  - Ensure understanding of roles and responsibilities
  - Discuss new initiatives, issues and corrective actions

### ■ **A-123 Oversight & Internal Controls**

- Continue to implement strong monitoring controls including pre-audit processes
- Run monthly oversight reports and distribute findings to APCs
- Continue to educate Coordinators on policy and provide guidance for running reports in AXOL
- Ensure 100% of transactions are approved in a timely manner



# CCSC Update

## *CCSC Goals for FY 2012*

### ■ **Customer Service, Operations & Maintenance**

- Provide knowledgeable and timely 'Help Desk' support (CCSC Inbox)
- Improved hierarchy management and maintenance
- Inter-Agency collaboration and relationship development on charge card program challenges and best practices
- Agency Stakeholder Outreach to assess program needs from the field
- Increased program functionality including additional ad hoc reporting and data analytics from U.S. Bank
- Continued improvement of system Issues and resolution
- Participation with GSA on user forums for best practices and 'Master Contract' upgrades

# CCSC Update

## CCSC Goals for FY 2012

### ■ Evaluate and Implement Processes

- Increase spend (e.g., opportunities to convert other payment mechanisms and innovative approaches to *new spend* including contract payments on the Purchase Card)
- Maintain/keep file turn at a success rate of 4-6 days
- Eliminate use of convenience checks to the maximum extent possible
  - CCSC's goal for reduction in convenience checks is 25% for FY 2012
- Monitor and eliminate 'prompt pay charges'
- Automation of an employee match between the P-Card and OHRM for card termination
- Improve/decrease travel delinquencies



# CCSC Update

## *New CCSC Initiatives: Purchase*

### ■ **USDA Contract Payments via the Purchase Card**

- There is current functionality which allows for contracting officers to make contract payments via the Purchase Card. This functionality however will not tie back in reporting information into FPDS-NG or the Data Warehouse.
- For FY 2012, our goal is to allow a wide variety of contract payments to be placed on the Purchase Card.

### ■ **A-123 Training for Coordinators**

Communication was emailed to Purchase Coordinators on June 30<sup>th</sup> detailing the A-123 Review on the charge card process which identified three (3) internal controls with reoccurring deficiencies (*internal controls will be reviewed for OIG audit as well*):

- **Requisition**
- **Purchase Card Limit Increase**
- **Convenience Checks**

# CCSC Update

## *New CCSC Initiatives: Purchase*

### ■ **A-123 Training for Coordinators, *continued***

- The required A-123 training/webinar for USDA Coordinators was held on July 28<sup>th</sup> on the three (3) internal control deficiencies.
- The CCSC will notify Coordinators when the video of this training is posted on AgLearn.
- The CCSC plans a renewed focus on education/training of APCs and LAPCs for both policy and the program systems for FY 2012.

### ■ **Green Purchasing**

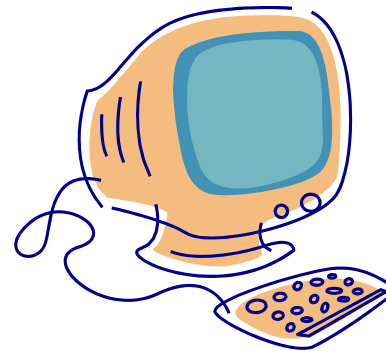
The CCSC has developed a **Green Purchasing Pilot Program (GPPP)**, leveraging existing technology within AXOL to track Green Purchases within Forest Service Region 6. Initial pilot was implemented with FS R6 October 15, 2010 extended to R1 in 2011 after the initial trial run with R6.

# CCSC Update

## *New CCSC Initiatives: Purchase & Travel*

### ■ AgLearn

- **Transition of policy training for all business lines from WBT to AgLearn:**
  - Travel Card Policy Training transfer to AgLearn completed in FY2011
  - Purchase Card Policy for Cardholders Training/Quiz was finalized in July 2011 and submitted to launch in AgLearn in August 2011
  - Trainings in development for completion in FY 2012 include:
    - Purchase Card Policy for Approving Officials (AOs)
    - Purchase Card Policy for Coordinators (LAPCs & APCs)



# CCSC Update

## *New CCSC Initiatives: Travel*

### ■ **Declining Balance Cards for FSIS Travel**

#### ○ **Mission:**

- Training 6000 employees, including co-sponsored State employees from March 2011 to September 2011
- Training sessions are two (2) weeks long
- An average of 500 employees travel to each training session

#### ○ **Benefits:**

- Agency billed only for the amount used on the card
- Funding can be increase/decrease on the card immediately
- Increased fund controls in place for emergency cancellations or last minute changes in attendance
- Increased employee's security by limiting the amount of cash to carry
- Lost/stolen card replacement available within 24 hours

# CCSC Update

## *New CCSC Initiatives: Fleet*

### ■ Driver Cards

- In an attempt to alleviate Merchant Category Code (MCC) blockage issues, the CCSC has implemented Driver-Assigned Fleet Cards to be issued to drivers that are experiencing 'excessive' MCC blockage issues (excessive meaning more than 10 times a month).
- The Driver-Assigned Fleet Card is assigned to an individual driver (e.g., Jane Doe) instead of the vehicle (e.g., A350111).
- Was initiated as of April 1, 2011.



# OMB Initiatives

## *Purchase: FSSI Office Supply BPAs/AbilityOne & DDS2*

- **FSSI Office Supply BPAs & AbilityOne**

AGAR ADVISORY NUMBER (NO.) 97 announced that as of January 3, 2011, the availability of Government-wide Blanket Purchase Agreements (BPA) for office supplies and mandates that all USDA office supply purchases be made through the *GSA Federal Strategic Sourcing Initiative (FSSI) Blanket Purchase Agreements (BPA)* or *USDA's AbilityOne store* for all office supply purchases. For more information, go to:

[http://www.dm.usda.gov/procurement/policy/AGARAdvisory97\\_final.htm](http://www.dm.usda.gov/procurement/policy/AGARAdvisory97_final.htm).

- **DDS2: USDA's Domestic Delivery Service (2nd Generation)**

AGAR ADVISORY NUMBER (NO.) 98a requires mandatory usage of the General Services Administration (GSA) Blanket Purchase Agreement (BPA) Number GS-33F-BQV08 for Express and Ground Domestic Delivery Services (DDS2) for deliveries to or from all locations in the continental United States.

USDA is transitioning its delivery and shipping services to the DDS2 BPA, awarded to UPS in December 2010 with mandate for full agency crossover from FedEx as of March 1, 2011. DDS2 is an Office of Management and Budget (OMB) initiative to facilitate cost savings for Federal agencies by using a single vendor.



# Fleet Initiatives

## *Blender Pump and FAST Initiatives*

### ■ **Fleet Blender Pump Initiatives**

- Secretary Vilsack announced on October 21, 2010 that the USDA will use existing funds to assist in the installation of 10,000 blender pumps across the U.S. within the next five years.
- This initiative is part of a series of initiatives put forth by the USDA to further support the development, production and use of biofuels.
- The Alternative Fuel initiatives will be discussed in detail during the Fleet policy session.

### ■ **Federal Automotive Statistical Tool (FAST)**

Executive Order 13149 requires the Office of Procurement and Property Management to report annually USDA vehicle inventory totals, budget information, and fuel usage to the Department of Energy, Office Management and Budget, and GSA through the Federal Automotive Statistical Tool (FAST).

- The reported information is sent to Congress to ensure that all Federal Agencies comply with the Federal mandates.

# Fleet Initiatives

## *UNICOR & FMVRS Initiatives*

### ■ **UNICOR**

The Property Management Division (PMD) under the Office of Procurement and Property Management (OPPM) has implemented a License Plate Ordering Process that has eliminated the use of the Beltsville Service Center as the central location for ordering tags.

- Agencies' Fleet Managers have access to the LPS and may designate other agency users that will access the LPS for tag ordering.
- Once agencies' designate their users to PMD, PMD will submit those names to UNICOR for access to the LPS.

### ■ **Federal Motor Vehicle Registration System (FMVRS)**

The purpose of FMVRS is to assist law enforcement in the tracking of government-operated vehicles.

- FMVRS allows federal agencies to bridge that gap between law enforcement entities and government field employees.

# Policy Updates

## *Purchase Policy*

### ■ Purchase Policy Updates

- **Purchase DR 5013-6** – The final draft is complete and is in review process for approval. After USDA's Senior Procurement Executive approves/signs off, the updated DR will be posted on the CCSC website at [http://www.dm.usda.gov/procurement/ccsc/pc\\_policy\\_regs.htm](http://www.dm.usda.gov/procurement/ccsc/pc_policy_regs.htm)
- **Purchase Cardholder Suspension Policy** – Cardholders failure to approve their transactions within 60 days of the transaction posting date will result in the suspension of their cardholder's account. (*Policy was initiated as of May 1, 2011*)



# Policy Updates

## *Fleet & Travel Policy*

### ■ Fleet Policy Updates

#### ○ Fleet DR 5400-006

- Use of the Purchase Card for Fleet Purchases
- Driver Cards (as discussed previously in New CCSC Initiatives for Fleet)

### ■ Travel Policy Updates

- **Travel DR 2300** - USDA's Government USDA Travel Card Regulation has been revised. A draft has been sent CFO council and unions for review and comment.



# Questions

